

**HR Network Meeting  
Tuesday, 4 May 2004  
Discussion of New Employee Identification Camera and Process**

**Presenters:**

Bill Taylor, Associate Division Director  
Jill Elggren, DCS Administrative Unit Supervisor  
Delaine Piontkowski, Capitol Complex Administrative Unit Supervisor  
Bill Pierce, Document Solutions Group Programmer

Central Services has acquired a new camera for producing ID badges. This camera is a digital camera that better supports the unique needs of each agency as well as allows us to be increase the security around identify employees.

We have identified the HR Network Team as key players in the implementation of this process. You may recall that a few months ago, we sent out surveys to obtain input on your needs as they relate to ID badges and your ideas around the design of the badge. From the valuable input you provided, as well as input from Homeland Security, we are now ready to implant this new process. We are showing the badge and process to HR Network Team first as you will be key players in the process and we wanted to make sure that we have met all of your needs.

**ID BADGE PROTOTYPE**

We wanted to produce a badge that could be used by all state agencies so that employees could quickly and easily identify whether or not the badge was valid as well as reduce identify theft concerns (no social security number or birth date, etc.).

The badge we designed has the following components on the front:

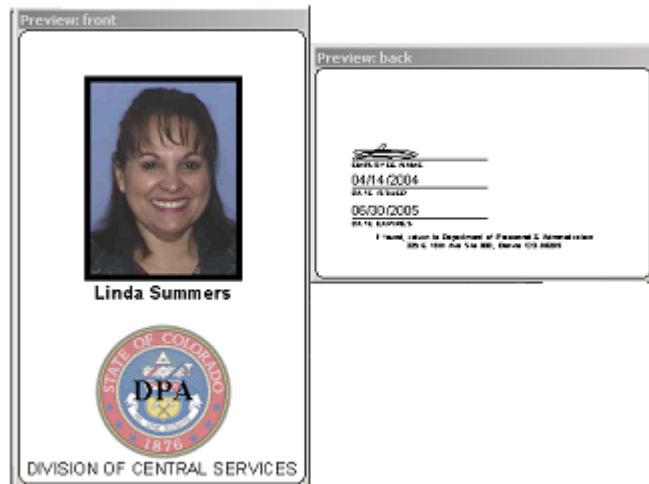
Employee picture  
Employee name  
Department  
Division  
State seal

If the person is a temporary or contract employee, that designation will be noted in red beneath the person's name.

The back of the badge includes the following:

Employee signature  
Badge issue date  
Badge expiration date  
An "If found, return to" statement.

In addition, we have the ability to include a bar code and/or magnetic stripe for those Divisions that require such items.



## THE PROCESS

HR is the first point of contact when an employee is hired and is the keeper of employee records. Therefore, HR is the logical choice for requesting ID badges.

A quick and easy web interface has been designed to request a badge. The person delegated to do this work by the HR Director will access the site using a unique login and enter a few basic pieces of information. (Some fields will auto-populate based on the department and/or division name entered.) Attached are screen shots of the steps that you will need to follow to request and ID for an employee. When the form is submitted, it is sent via e-mail to DCS. You will receive acknowledgement via e-mail and as soon as the request has been processed, you will receive a second e-mail notifying you that the employee can get their picture taken and pick up their badge.

To make this process easy to use, there will be some up-front information we will need to obtain from the HR offices of each agency, including the names of those authorized to request badges. Please complete the attached survey so that we can begin setting up accounts and enter data that will be auto-populated for your convenience.

The sooner the surveys are returned the sooner that your employees will be able to begin using the new ID process.